

Welcome!

New Student Quick Start Guide

Florida Gateway College



FGC Leadership



President Barrett

Thank you for being a student at Florida Gateway College. We commend your dedication to pursuing your college and career goals and it is our privilege to be part of your journey. Please reach out to your instructors, advisors and student support staff as often as you need. We are all committed to your success and wish you the very best experience at FGC!

James M. Barrett

You're Admitted! What's next?



Make sure you have completed the **Free Application for Federal Student Aid (FAFSA)** whether you think you are eligible or not. Many scholarship opportunities at FGC require a completed FAFSA. Go to www.fafsa.ed.gov. FGC school code: 001501. Visit [Financial Aid](#) for more information.



Submit **transcripts from all colleges** you previously attended to Enrollment Services. We will evaluate your college transcripts for transfer credit as they are received and notify you at your wolves email account upon completion. This step is necessary to receive advising, financial aid and ability to register for classes.



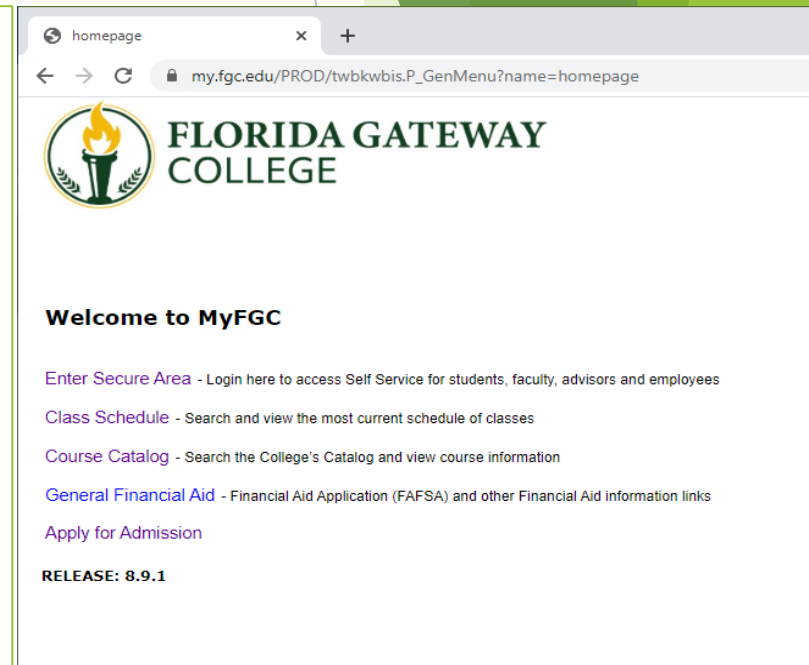
Make sure you have submitted your **Florida Residency Declaration form and documents** to be considered for in-state tuition rates. See the [Florida Residency Requirements](#) for acceptable documents. Proving residency reduces your tuition over 70%. For example, a 3 credit class will cost \$310 instead of \$1175.

Know your log-ins! MYFGC

You should receive your Student ID number and PIN in your mailed admission packet. If you need your Student ID number, call 386-752-1822 for assistance. Before you meet with an advisor, you should access the following systems and tools from www.fgc.edu.

➤ MYFGC

- This is where you enter secure area in order to register for classes, view your transcript and other student information, check your financial status, pay your fees and much more.
- To log-in: Go to the college's homepage: <https://www.fgc.edu/>, Click on **MyFGC** at the top of the screen. Click on **Enter Secure Area**. Login using your Student ID and PIN.
- Your initial PIN is your birthdate in the format: MMDDYYYY. You will be required to reset your PIN the first time you log in to MyFGC.
- You will be required to reset your PIN the first time you log in to MyFGC.
- This is the PIN to access MyFGC, MyCourses (Canvas), and FGC student email. Any time that you reset your PIN, it may take up to one hour for the new PIN to feed to Canvas and FGC student email.



The screenshot shows a web browser window with the URL my.fgc.edu/PROD/twbkwbis.P_GenMenu?name=homepage. The page features the Florida Gateway College logo, which includes a torch and the text "FLORIDA GATEWAY COLLEGE". Below the logo, the heading "Welcome to MyFGC" is displayed. A list of links is provided: "Enter Secure Area" (Login here to access Self Service for students, faculty, advisors and employees), "Class Schedule" (Search and view the most current schedule of classes), "Course Catalog" (Search the College's Catalog and view course information), and "General Financial Aid" (Financial Aid Application (FAFSA) and other Financial Aid information links). There is also a link for "Apply for Admission". At the bottom of the page, the text "RELEASE: 8.9.1" is visible.



Wolves E-mail

➤ Wolves Student E-mail Account

- To find your college assigned email address, log in to MyFGC. Click on Personal Information and then View Email Addresses.
- Copy email address containing @wolves.fgc.edu.
- Go to www.outlook.com/fgc.edu
- You will be prompted for an email address and password.
- Enter entire email address copied from **My FGC**. (example: john.doe@wolves.fgc.edu)
- Enter PIN (same PIN used to login to My FGC).

Check your college email frequently. Professors, as well as other departments on campus will contact you during the term. This is the official means of communication from the College.



MY COURSES

➤ My Courses (Canvas)

- This is FGC's online learning management system for your classes. Your instructors utilize this tool for distributing course materials, evaluating your learning, facilitating interactions in every type of class and more. Your classes will typically not appear in Canvas until the course start date.
- To log-in: Go to the college's homepage: <https://www.fgc.edu/>, Click on MyCourses at the top of the screen.
- Enter your username – FGC email address. Password is the same PIN as your MyFGC PIN.
- You will be required to reset your PIN the first time you log in to MyFGC.

All systems are go...do you need placement testing?

Placement testing is important in determining which college classes you are prepared to complete successfully.



- When you schedule your advising appointment, you will be told whether you need placement testing either at the time of scheduling the appointment or during your advising appointment. If you know you will need placement testing, you may schedule it by visiting test.center@fgc.edu or calling 386-754-7378.
- How do you know if you need testing?
 - If you've taken the ACT, SAT or PERT in the last two years, those test scores may be used for placement into college-level courses.
 - You may be exempt from placement testing if you meet the following criteria according to Senate Bill 1720: Started 9th grade in the 2003-2004 school year or later at a Florida, public high school AND graduated from a Florida, public high school with a standard high school diploma. Advisors still recommend all students placement test prior to the first term of registration in order to determine where you should start in college-level courses in order to be successful.
 - You also may be able to use prior college courses from your official transcripts for placement.

Meet with your Academic Advisor:

- ▶ Academic & Transfer Advising
- ▶ Change of Major
- ▶ Personalized Education Plans
- ▶ Registration Assistance
- ▶ Required before your first term of registration
- ▶ Should check-in with advisor each term!
- ▶ See the [Advising Guide](#) to find your advisor's contact information



All registered! What's next?

- ▶ Prepare to have fees paid by the fee deadline shown on the Academic Calendar. You'll be sent reminders in your student email as well.
- ▶ Check your financial aid status in MyFGC, including any missing documents to process your aid, prior to the financial aid deadline.
- ▶ FGC also has a tuition payment plan called Nelnet that you can check out on the Orientation webpage.
- ▶ You'll need your schedule to order books from the FGC Bookstore, which is located in Building 14 or you can access bookstore services online.
- ▶ Make sure to attend New Student Convocation before the start of term - learn more about FGC, get comfortable with campus, and enjoy refreshments! Details on the event will be on the Orientation webpage.



In the meantime, know your resources 😊

- ▶ [Online College Catalog](#) - Important Policies, Program and Course Information
- ▶ [Academic Calendar](#) – Important dates and deadlines related to registration, class start and end, withdrawal, fee payment, commencement and more!
- ▶ **Student Success Center** – Receive academic support and tutoring. Located in Building 59.
- ▶ **Accessibility Services** - Students with disabilities have equal opportunity in all aspects of FGC life, especially when it comes to academic access. Students with disabilities are not required to disclose their disability and student disability information remains confidential. For more information, contact the Accessibility Services Coordinator located in Building 14, Rm 102. Contact us at 386-754-4393 or at accessibility.services@fgc.edu

Always choose to get involved!

Visit our [Student Life page](#) or Building 7 for information on student government, clubs, events and more!

FGC is proud to offer the following sports in 2020 – 2021:

Women's Cross Country, Women's Volleyball, Men's Basketball.

We want to see you in the Wolf Pack Student section to cheer on your Timberwolves! All home games are free admission so please bring your friends and family and we want you to get LOUD



Please review the information provided for you from each of our student service departments on the Orientation Webpage.

We want you to be a fully informed student ready to have the best FGC experience!

Thank you for choosing FGC!